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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **SOLID WASTE COLLECTION SUPERVISOR I**

DEFINITION

Under general supervision, to assist in the planning, scheduling and supervision of specified refuse collection crews and routes; and to do related work as required.

REPORTS TO: Solid Waste Collection Supervisor II

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Solid Waste Collection Supervisor II. Exercises general supervision over Solid Waste Collectors I, II, and III.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Supervise the work of ~~a small number of~~ refuse collection crews.
- Train crews in accepted collection methods and practices including public relations and safety.
- Inspect collection routes and observe collection personnel for adherence to proper procedures and practices.
- **Investigate and resolve** ~~Conduct follow-up studies on~~ customer complaints ~~and suggestions~~ and make appropriate recommendations.
- Assist in the design and layout of specific collection routes and schedules.
- **Train, supervise and evaluate** the performance of assigned crew members.
- Perform heavy manual refuse collection work during periods of personnel shortage.
- Prepare time cards, accident, injury and equipment reports.
- **Assist in storm control activities such as placing of sandbags and barricades and picking up of litter or debris.**
- **Report hazardous conditions.**
- **Participate in special City events as required.**
- **Respond to inquiries from the Public.**
- **Respond to emergencies as directed by Public Safety.**
- **Report on criminal activities.**
- **Report any illegally parked vehicle.**
- **Perform minor repairs on machines and equipment used in solid waste collection.**

- Daily, perform daily pre and post-trip vehicle inspection.
- Clean and wash vehicle as required.
- Plan, coordinate and supervise the trash mitigation program, including weekend crews and the Marshal program assigned to refuse collection.
- Maintain crew safety and conduct safety and training meetings.
- Investigate illegal dumps, including gathering evidence and documentation for the City Attorney.
- Assist in regulating private and commercial refuse collection franchises.
- Prepare collection routes and staffing reports.
- Assist in the design and layout of specific routes and schedules.
- Serve as Acting Solid Waste Collection Supervisor II as required.

QUALIFICATIONS

Knowledge of:

- Use and care of equipment commonly used in refuse collection.
- Accepted methods and procedures for scheduling and assigning collection crews.
- Local refuse collection policies and regulations.
- Principles and practices of supervision, training and performance evaluation.
- Safe work practices.
- Safe lifting techniques.
- Safe driving principles and practices.
- Basic principles, practices and methods of handling or responding to hazardous spills.

Ability to:

- Assist in planning and scheduling the work of ~~multiple several small~~ crews.
- Perform complete inspections and prepare reports.
- Supervise, train and evaluate subordinates.
- Work overtime as required.
- Administer the County of Riverside's Sheriff Work Release Program.
- Operate a variety of equipment used within the Division (i.e. forklift, motor sweeper).

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade. ~~Supplemental classes in solid waste management is highly desirable.~~

Experience: Three years experience ~~comparable to as a refuse crew lead worker or two years of experience as a Solid Waste Collector III.~~ Experience in leading multiple crews is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "B &" California Motor Vehicle Operator's License with appropriate endorsements.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Solid Waste Collection Supervisor I

TO: Solid Waste Collection Supervisor II